

Position Title : Administrative Assistant II
Place of Assignment : Human Resource Development Division
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc, Manila

Qualifications

Education : Bachelor's Degree relative to the job
Experience : None required
Training : None required
Eligibility : None required

Job Description

1. Assist in the preparation of the monthly payroll for the communication allowances of PRC officials & employees;
2. Route payroll-related documents;
3. Assist in the preparation and dissemination of the monthly payslips of the JOWs in the Central Office;
4. Assist in the preparation of monthly Commutable and Reimbursable RATA as well as the payment of Extra Ordinary Miscellaneous Expenses of concerned officers;
5. Assist in the preparation of Notices of Salary Adjustment of Regional offices and Notice of Salary Increment of Central & Regional offices;
6. Assist the designated Liaison Officer in the submission of various documents to the Government Service Insurance System, Pag-ibig and other gov't agencies; and,
7. Perform other functions, as may be assigned from time to time.

Salary

Equivalent to Salary Grade 8 or Php21,448.00/month

Mode of Employment

Job Order Worker

Interested and qualified applicants must submit the following:

1. Letter of Intent (*include the Position Title and Place of Assignment*)
2. Duly accomplished and **NOTARIZED** Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized picture (CS Form No. 212, Revised 2017 which can be downloaded at www.csc.gov.ph
(The date of the duly notarized PDS must be within the publication period: July 18, 2025 to July 28, 2025)
3. Photocopy of Transcript of Records
4. NBI Clearance or receipt/any proof of transaction
5. TIN ID

Qualified applicants are advised to email their application not later than **28 July 2025** to:

KHRISTINE S. LABAO
Administrative Officer V (HRMO)
P. Paredes, Nicanor Reyes St, Sampaloc, Manila
prcrecruitmentapp@gmail.com